



OREGON DEPARTMENT OF FORESTRY POLICY DOCUMENT

Title: Air Operations Policy	
Division/Program: Protection From Fire	
Applicability: All agency employees conducting air operations.	
Effective Date:	Last Review Date:
Approval Name:	Review Interval:
Signature:	Custodian: Neal Laugle
	Position: State Aviation Manager

POLICY STATEMENT:

The purpose of this policy is to provide Oregon Department of Forestry employees with standards for the use of all aircraft.

AUTHORITY:

ORS 477: [Fire Protection of Forests and Vegetation](#), [ORS 526: Forestry Administration](#), ORS 527: Pest Control; Forest Practices, ORS 837: [Aircraft Operation](#), DAS Policy Manual Risk Management Division Aircraft and Pilot Standards 125-7-301, FAA Code of Federal Regulations Title 14, Parts – 1, 39, 43, 61, 65, 91, 107, 119, 121, 125, 133, 135, and 137.

DEFINITIONS:

Aircraft Category: Relating to the certification of an aircraft with regards to construction and design for its intended use.

- Normal Category - Aircraft designed to carry persons or cargo for normal transportation uses.
- Utility Category - Aircraft designed to withstand higher stresses than normal.
- Restricted Category - Aircraft modified for special purposes, such as the addition of spray booms or tanks.
- Experimental Category - Aircraft designed for research and development or amateur-homebuilt aircraft.

Aircraft Class: Relating to pilot time - the grouping of aircraft by similar operating characteristics, such as single engine, multi-engine, land, water, etc.

AOBD: Air Operations Branch Director

CFR: Code of Federal Regulation

Charter: The hiring of an aircraft with the services of a pilot to operate the aircraft with no binding agreement as to the length of use other than the exclusive and temporary use of the aircraft.

COA: Certificate of Waiver or Authorization issued by the Air Traffic Organization to an operator for a specific UAS activity not covered under a Federal Aviation Regulation, such as 14 CFR Part 107.

Contract: The hiring of an aircraft or aircraft with pilot services with binding agreements as to the length of use and the minimum and maximum hours of use at an agreed rate. May also include performance standards and minimum qualifications.

CWN: Call When Needed

ECOA: Emergency COA (ECOA) is an authorization issued by the Air Traffic Organization to an operator for a specific emergency UAS activity. ECOA's are requested through the FAA.

FAA: Federal Aviation Administration

FAR: Federal Aviation Regulation

Ferry Flight: Flights conducted to move an aircraft from one point to another with no passengers or freight, for logistics only.

IFR: Instrument Flight Regulations - the rules governing flight while the pilot is navigating solely with reference to instruments.

LAANC: FAA's Low Altitude Authorization and Notification Capability system

NAS: National Airspace System. Airspace classifications and definitions can be found on the [FAA website](#).

NOTAM: A Notice to Airmen or NOTAM is a notice containing information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure, or hazard in the National Airspace System) the timely knowledge of which is essential to personnel concerned with flight operations.

Operational Control: Per 14 CFR 1.1 Operational control, with respect to a flight, means the exercise of authority over initiating, conducting, or terminating a flight. The questions used to determine operational control can be in the Aviation Procedures Manual.

Rented: The hiring of an aircraft without the service of a pilot, where the renter is the pilot, with no binding agreement as to the length of the use.

SAFECOM: Safety Communique. The Aviation Safety Communique (SAFECOM) database fulfills the Aviation Mishap Information System (AMIS) requirements for aviation mishap reporting.

Small Unmanned Aircraft: Unmanned aircraft weighing less than 55 pounds.

TFR: A Temporary Flight Restriction (TFR) is a limitation on aviation activity applied to an area of airspace (defined both laterally and vertically) that has been temporarily or partially closed to non-participatory aircraft for a specified period of time due to a hazardous condition, a special event, or to provide a safe environment for operation of disaster relief aircraft. A NOTAM is issued containing information on the reason for the TFR, contact information and fine points of the restriction.

UAS Crewmember: Personnel directly involved in the setup, launch, recovery or manipulating the controls of the UAS.

Unmanned Aircraft: An aircraft operated without the possibility of direct human intervention from within or on the aircraft.

Unmanned Aircraft System (UAS): An unmanned aircraft and associated elements (including communication links and the components that control the unmanned aircraft) that are required for the pilot in command to operate safely and efficiently in the national airspace system.

Visual Observer (VO): A crewmember that assists the UAS pilot in the duties associated with collision avoidance. This includes, but is not limited to, avoidance of other traffic, airborne objects, clouds, obstructions, and terrain.

VFR: Visual Flight Rules as defined by the FAA

RESPONSIBILITY:

Title	Responsibility
Deputy State Forester of Operations	Approves the Air Operations Policy.
Protection Division Chief	Recommends this policy to the Deputy State Forester and approves the Aviation Procedures Manual.
Area Directors and District Foresters.	Responsible for ensuring all district/area employees meet the standards in this policy and follow the Aviation Procedures Manual.
Protection Deputy Division Chief	Coordinates with other Deputy Division Chiefs, District Foresters, Program Directors, and Incident Commanders to implement this policy and procedures.
Chief Information Officer	Provides oversight of department-wide information management policies, guidelines, and procedures to offices for their implementation to ensure compliance with relevant laws, regulations, and policies. The policies, guidelines, and procedures include, but are not limited to, addressing requirements associated with privacy, IT security, and records management.

State Aviation Manager	Develops Department aviation policy and procedures for approval. Determines if changes in existing aviation policy or procedures and/or new policy or procedures are needed. Receives and reviews reports of aviation incidents and accidents. Reviews and approves Aviation Operating Plans. Primary contract administrator for statewide exclusive use aircraft. Aviation Safety Management System administrator. Coordinates Risk management activities with the Department of Administrative Services (DAS).
ODF Chief Pilot	Determines if changes in existing aviation policy or procedures and/or new policy or procedures are needed and makes recommendations to the State Aviation Manager. Operates and maintains Department owned aircraft (and operated Federal Excess Property Program aircraft). Responsible for safe fleet operations and safety reporting.
State Aviation Coordinator	Determines if changes in existing aviation policy or procedures and/or new policy or procedures are needed and makes recommendations to the State Aviation Manager. Supports administrative functions of the Aviation Program.
State Aviation Operations Specialist	Determines if changes in existing aviation policy or procedures and/or new policy or procedures are needed and makes recommendations to the State Aviation Manager. Supports the operational functions of the Aviation Program. Aviation Safety Management System implementation.
Area Aviation Coordinators	Ensure compliance with aviation management, safety policies, and procedures within assigned geographic area. Supports field offices within assigned geographic area with aviation operations.
District Aviation Contacts	Provides District aviation safety oversight in coordination Area Aviation Coordinators. Reviews and routes aviation incident reports to the Area Aviation Coordinator and District Forester for review and elevation to the Aviation Unit.
Air Operations Branch Directors	Adhere to this policy and procedures for all aircraft activity on assigned incident or project.
Aviation Working Team	Reviews the Air Operations Policy and Aviation Procedures Manual to make recommendations for changes and updates. Identify key aviation issues and recommend actions to mitigate risks that may arise related to aviation activities. Review investigations on SAFECOMS, and unsafe operations and make recommendations on findings. Analyze statewide aviation position needs and facilitate the required training to meet ODF current and future mission requirements. Maintain a focus on providing safe, cost-effective

	aviation services for ODF and its cooperators. Provide oversight and approval for Unmanned Aircraft System Subcommittee work deliverables.
Unmanned Aircraft System (UAS) Subcommittee	Subcommittee of the Aviation Working Team. Develops standardized UAS processes and aircraft recommendations for agency fleet. Develops and/or recommends agency specific UAS training. Collaborates with interagency partners to learn and share knowledge on best practices for UAS operations. Completes annual review and update of UAS Program materials.
Pilots (manned aircraft and remote)	Ensure safe accomplishment of the mission. Maintain flight proficiency and mission currency in accordance with applicable Federal Aviation Regulations, Aviation Procedures Manual, and when applicable the aircraft contract. Brief passengers or UAS crewmembers on operational and emergency procedures. Cancel, postpone, or change flights when existing or impending conditions make those flights unsafe. Complete and maintain all required records referenced in the Aviation Procedures Manual and when applicable the aircraft contract. Adhere to flight time and duty limitations.
Department employees	Follow the Air Operations Policy and the Aviation Procedures Manual when involved in aviation operations.

PART 1: STANDARDS FOR ALL AIR OPERATIONS:

Aviation management includes all activities associated with providing aircraft support services for natural resource protection and management functions of the Department of Forestry. Support services incorporate program leadership, supervision, cooperation, aviation expertise, training, and a safety management system for agency fleet and contract aviation services.

1.1 All Flight Operations

All Department of Forestry flight operations must comply with the Federal Aviation Regulations (FARs) applicable to the missions as defined in FAR 1.1 as "Civil Aircraft" or "Public Aircraft", this policy, the Aviation Procedures Manual, and applicable operating plans.

a. Flight Operations – Civil Aircraft

Conduct all Department flight operations defined in FAR 1.1 as "Civil Aircraft" operations unrelated to Public Law 103-411, such as passenger carrying point-to-point, in accordance with applicable FARs:

- i. [FAR 39 - Airworthiness Directives \(14 CFR part 39\).](#)

- ii. [FAR 43 - Maintenance, Preventative Maintenance, Rebuilding, and Alteration \(14 CFR part 43\).](#)
- iii. [FAR 61 - Certification: Pilots and Flight Instructors \(14 CFR part 61\).](#)
- iv. [FAR 65 - Certification: Airmen other than Flight Crewmembers \(14 CFR part 65\).](#)
- v. [FAR 91 - General Operating and Flight Rules for "mission" activities \(14 CFR part 91\).](#)
- vi. [FAR 107 – Small Unmanned Aircraft Systems \(14 CFR part 107\)](#)
- vii. [FAR 119 - Certification: Air Carriers and Commercial Operators \(14 CFR part 119\).](#)
- viii. [FAR 121, 125, and 135](#) of Subpart B, Operating Requirements (14 CFR parts 121, 125, and 135).
- ix. [FAR 133 - Rotorcraft External-Load Operations \(14 CFR part 133\)](#) or appropriate equivalent authorization from country of registry authorizing carriage of fixed external loads, and jettison able loads suspended from a load-carrying device.
- x. [FAR 137 - Agricultural Aircraft Operations](#) (14 CFR part 137).

b. Flight Operations – Public Aircraft

- i. ODF exercises authority to initiate, control, and terminate flights through the dispatching and resource ordering system. In so doing, ODF is exercising operational control. As such, and in the performance of firefighting or land management operations, the flight is considered a public flight (reference 14 CRF 1.1). However, this does not negate compliance with FAR Part 91 general operations and flight rules nor negate additional operating requirements as specified by the Contractor’s Part 133, 135, or 137 operating certificates; except where the deviation is reasonably necessary to meet ODF’s objectives. ODF acknowledges that special-use missions may conflict with FAR Part 91 and the Contractor’s operating certificates. Special-use mission flights include, but are not limited to, aerial ignition, airspace and fire management, reconnaissance, search and rescue, law enforcement, fire suppressant operations, and logistical operations.
- ii. After a contract award, the Contractor should notify the Flight Standards District Office that, in the performance of contract services, public operations will occur. More information on this notification can be found at:
https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_00-1.1B.pdf
- iii. Unless otherwise indicated herein, or otherwise authorized by the State Aviation Manager, the Contractor shall comply with the certifications and operation specifications of their 14 CFR Part 119, 133, 135, and 137 commercial operating certificates. Although ODF has elected to identify public flights and deviations that are necessary, this does not relieve the Contractor from adherence to aircraft airworthiness certification standards. Pilots shall conform to flight manual and federal airspace regulations unless a deviation is reasonable and necessary to meet ODF objectives.

- iv. The following list specifies deviations that are approved and further identifies flights that are considered public by ODF:
- (a) Flights where compliance with minimum altitudes cannot be adhered to (Reference 14 CFR Part 91.119).
 - (b) Flights delivering fire suppressant or logistic supplies necessary to protect the public but could result in damage to property. (Reference 14 CFR Part 91.15).
 - (c) Flights without an FAA approved congested area plan. (Reference 14 CFR Part 113.33(d)(1)).
 - (d) Flights within 500 feet of persons, vehicles, or structures. (Reference 14 CFR Part 133.33(d)(e)).
 - (e) Flights in rotorcraft-type certificated in the restricted category over densely populated areas, in a congested airway, or near a busy airport where transport operations are conducted. (Reference 14 CFR Part 91.313(3) and 14 CFR Part 133.45(d)).
 - (f) Flights over congested areas without an FAA approved plan. (Reference 14 CFR Part 137.51(b)(3)).
 - (g) Flights performing external loads with ODF persons aboard. These flights are limited to cargo let-down, hoist, aerial ignition, and short haul. (Reference 14 CFR Part 133.35).
 - (h) Flights where the rotorcraft flight manual does not authorize doors to be opened, closed, or remain unsecured during flight. These flights are limited to rappel, short haul, cargo let-down, and hoist.
 - (i) Flights that ODF has elected to perform the passenger brief. (Reference 14 CFR Part 91.519 and 14 CFR Part 135.117)
 - (j) Flights that ODF has elected to manage stowage and security of cargo, whether external or internal.
 - (k) Flights that do not conform to 14 CFR Part 91 and 14 CFR Part 135 passenger security and egress. These flights are limited to rappel, short haul, cargo let-down, hoist, and aerial ignition.
 - (l) Flights that are special-use mission flights.
 - (m) Flights performing training or pilot examinations.
 - (n) Flights transporting hazardous materials. ODF assumes management of training requirements, packaging, loading, storage, record keeping, and exemptions approved by the Department of Transportation (DOT). However, this does not relieve the Contractor or ODF from adhering to the NWCG Standards for Aviation Transport of Hazardous Materials, nor abiding by the DOT exemption.

1.2 Contract Aviation Services

- a. Any planned aviation needs that are not emergency in nature exceeding \$5,000 must be procured in accordance with Department of Administrative Services (DAS) contracting policies and procedures.
- b. The Department will obtain and utilize contract aviation services only from contractors certified under 14 CFR for the type of operation to be conducted.
- c. The Aviation Unit will produce a list of available operators (manned and unmanned) annually for emergency call-when-needed aviation services. Operators included on the list agree to comply with the Department Terms of Agreement for Hiring Aircraft and Pilots or the Terms of Agreement for Unmanned Aircraft Systems and Pilots.
- d. All aircraft fleet acquisition activities including requests for information, quotation, or proposal will be coordinated through the Aviation Unit and the ODF Procurement Section. This is to ensure regulatory compliance is maintained for all ODF fleet operations.
- e. Restricted category aircraft may only be used for the special purpose for which they are certified.

1.3 Interagency Flight Operations

- a. ODF has the right to independently suppress fire on federal land when it threatens lands protected by ODF. If independent suppression action is taken ODF maintains operational control of aircraft used.
- b. ODF has the authority to use ODF aviation policies, procedures, and aircraft on federal land as outlined in the Pacific Northwest Coordinating Group Master Cooperative Firefighting Agreement and Operating Plan when ODF is the operator of the aircraft.
- c. Interagency operations shall be coordinated and safely integrated.
- d. Aircraft under ODF operational control flying on federal incident or carrying federal employees shall have a Federal Letter of Approval (LOA) issued.
 - i. The Aviation Unit shall coordinate all federal LOA requests.
 - ii. Cooperator Aviation Standards for Interagency Fire for the aircraft type or Federal Contract standards can be used as inspection criteria by federal agencies issuing approval letters for contracted, owned, or operated (Federal Excess Personal Property) aircraft.
 - iii. The Oregon National Guard shall coordinate directly with Region 6 for aircraft inspections and the issuance of federal (LOA).
- e. Use of non-federally approved aircraft under the operational control of ODF by federal agencies will be in accordance with the Region 6 Letter "Use of Non-Federally Approved Aircraft".

1.4 Aviation Training and Qualifications

- a. All aircraft operations will be supervised by qualified and trained personnel.
- b. Aviation position training requirements and qualifications are outlined in the ODF Protection Training and Certification Manual.
- c. The minimum training required for users of up to three aircraft in an operation is S-270 Basic Air Operations.

1.7 Field Oversight and Staffing

- a. Each geographic area (Northwest, Southern and Eastern) will have an assigned Area Aviation Coordinator.
- b. To maintain proper oversight of aviation operations in the field each district will designate one District Aviation Contact who has completed Basic Air Operations (S-270) and has knowledge of this policy and the Aviation Procedures Manual. See the District Aviation Contact in the Responsibilities section of this policy for more information.
- c. Staffing levels for specific operations can be found in the Aviation Procedures Manual (Aviation Staffing Levels).

1.5 Safety Management System

The ODF aviation safety management system is comprised of four fundamentals: safety policy, safety risk management, safety assurance, and safety promotion.

- a. Safety Policy
 - i. Safety management system information is provided within this policy, the Aviation Procedures Manual, and the [ODF Incident Manual Volume 6. - Safety](#). ODF Incident Manual Volumes can be found at: Microsoft Teams > Field Resources > Dispatch Resources folder.
 - ii. Responsibilities related to safety can be found in the “Responsibility” section of this policy.
 - iii. If ODF policy is deviated from a written justification will be forwarded to the State Aviation Manager within 72 hours. The Aviation Working Team and the Executive Team will review this justification to determine further action if necessary.
- b. Safety Risk Management
 - i. A program level risk assessment shall be conducted annually for each aircraft type to inform agency risk management and mitigation for contracted aircraft.
 - ii. The Supervisor’s Aviation Checklist shall be completed by the District Forester or designee prior to the operational season (or project) to ensure aviation risk management and mitigation processes are in place and completed.

- iii. The Aviation Managers Safety Checklist shall be completed prior to all flights. When an aircraft is assigned to a long-term incident or project this checklist can be completed as part of the daily briefing.
 - iv. The Aviation Risk Management Assessment Checklist can be found in the Aviation Procedures Manual and in the Aviation Section of the Incident Response Pocket Guide (PMS 461).
- c. Safety Assurance
- i. Safety reporting shall be completed using the [SAFECOM](#) system.
 - ii. A phone notification shall be made to the ODF Aviation Unit as soon as a person with knowledge of the reportable event can safely do so.
 - iii. Written safety reports (SAFECOM) must be received by the Aviation Unit no later than 72 hours after a mishap or safety concern occurs.
 - iv. Investigations will be coordinated by the ODF Aviation Unit in cooperation with the District Forester or designee.
 - v. The ODF Aviation Unit participates in the following safety assurance activities:
 - (a) Aviation Safety Assistance Teams (ASAT)
 - (b) Rapid Lesson Sharing (RLS)
 - (c) Mishap Investigations
- d. Safety Promotion
- i. ODF distributes Interagency Safety Bulletins, ODF Aviation Safety Alerts, and Lessons Learned to employees.
 - ii. Safety training is provided internally and in interagency training courses.
 - iii. Safety awards and kudos are used to encourage a culture of safety and reporting.

PART 2: STANDARDS FOR MANNED AIRCRAFT OPERATION

2.1 Helicopter Operations

Helicopter operations must comply with the following:

- a. Aviation Procedures Manual
- b. Aircraft Contract or Agreement
- c. Oplan Smokey (when National Guard resources are mobilized)

The [NWCG Standards for Helicopter Operations is \(PMS 510\)](#) considered guidance for agency employees (see Policy Matrix link in supporting documentation).

2.2 Fixed Wing Operations

Fixed-wing operations must comply with the following:

- a. Aviation Procedures Manual
- b. Aircraft Contract or Agreement

The Interagency Single Engine Airtanker Operations Guide (ISOG) and the Interagency Aerial Supervision Guide (IASG) are considered guidance for agency employees.

2.3 Pilot Qualifications, Experience, Verifications and Limitations

- a. Qualifications. Pilots will possess a current and valid FAA commercial pilot certificate or equivalent rating, from the country of registry, and appropriate aircraft ratings.
- b. Maintain a current FAA Medical Certificate appropriate for the flight operation as defined in 14 CFR Part 61 (required for manned aircraft operations)
- c. Required experience by aircraft type:

- i. Helicopter pilots will have accumulated, as Pilot-in-Command, the following flight time minimums:

- (a) Pilot-in-Command Helicopter - 1,500 hours
- (b) Helicopter Turbine (if applicable) - 250 hours
- (c) In each weight class of helicopter to be flown - 100 hours
- (d) Time in preceding 12 months - 100 hours
- (e) Typical terrain and landing situations -100 hours
- (f) Night flying in helicopters - 50 hours
- (g) External Load Long Line - 100 hours

- ii. Second in Command (SIC) Helicopter

SICs are considered flight crew and shall meet the following requirements:

- (a) Comply with the operator's certificate.
- (b) Hold a FAA commercial pilot or airline transport pilot certificate with a helicopter rating.
- (c) Hold a current FAA first-class or second-class medical certificate.
- (d) For a helicopter certificated as single pilot, have, within the previous 12-months, completed a 14 CFR Part 61 flight review or 14 CFR Part 135 competency check or equipment check in each make and model helicopter for which approval is sought. For aircraft operated under a Part 135 certificate, the pilot shall meet 14 CFR Part 135.293.
- (e) For a helicopter type certificated for more than one pilot crewmember, have, within the previous 12-months, completed the requirements as specified in 14 CFR Part 61.55.b.1 (i) through (v) and 61.55.b.2 (i) through (iii) or 14 CFR Part 135.293 for each type helicopter for which approval is sought. For aircraft operated under a Part 135 certificate, the pilot shall meet 14 CFR Part 135.293.

- (f) Within the previous 36-months, have completed MH-1, 2, 3, MTN FLY, and A-110 computer-based training modules found on the Interagency Aviation Training website, <https://www.iat.gov/>
 - ii. Fixed wing pilots must be instrument rated and shall comply with all applicable provisions of FAR Parts 61, 91, 119, 121, 125, and 135. Fixed-wing pilots will have accumulated the following flight hour time minimums as Pilot-in-Command (PIC):
 - (a) Pilot-in-Command Airplane -1,000 hours
 - (b) Pilot-in-Command in class to be flown - 100 hours
 - (c) Time in preceding 12 months - 100 hours
 - (d) Cross-country flying - 200 hours
 - (e) Flying over typical terrain and conditions - 200 hours
 - (f) Night flying - 50 hours
 - (g) In category and class within 60 days prior to flight -10 hours
 - (h) Fixed wing pilots will have instrument ratings for any IFR operation and will meet the requirements of FAR Parts 121, 125 and/or 135 as applicable.
 - iii. Single Engine Air Tanker (SEAT) pilots will have accumulated the following flight time minimums:
 - (a) Certified all aircraft -1,500 hours PIC
 - (b) Certified fixed-wing aircraft - 1,200 hours
 - (c) During preceding 12 months - 100 hours PIC
 - (d) In make and model to be flown under contract/agreement - 25 hours
 - (e) During the last 60 days - 10 hours PIC
 - (f) Low level agricultural dispensing operations - 200 hours
 - (g) Typical terrain (hazardous/mountainous) - 200 hours
 - (h) In make and model to be flown each calendar year - 5 hours, including five (5) takeoffs and landings.
 - iv. Large Air Tanker pilots shall have accumulated the minimum flight hours listed below:
 - (a) Pilot (Total Time) - 1500 hours
 - (b) Pilot-In-Command (Airplane) - 1200 hours
 - (c) Pilot in Command Breakdown:
 - (d) Time accumulated after the issuance of the type rating in make and model - 25 hours
 - (e) Category (airplane) and class (multi-engine) to be flown - 200 hours
 - (f) Multi-engine aircraft over 12,500 pounds:
 - (g) Time shall be accumulated after receiving type rating. 100 hrs.
 - (h) During preceding 12-months (Airplanes) 100 hrs.
- d. Verification
- i. At the operator's expense, pilots may be required to demonstrate proficiency during a department evaluation of the activity for which they are being hired.

- ii. Pilots may be required to substantiate pilot in command time with logbooks.
- e. Pilot flight time limitations:
 - i. Pilots may not exceed forty (40) hours of flight time in any seven (7) consecutive days.
 - ii. Pilots may not fly more than eight (8) hours per day.
 - iii. Dual piloted aircraft (aircraft where the pilot and co-pilot can interchange duties as Pilot-in-Command) can fly a total of ten (10) hours per day.
 - iv. All flying time related to work shall count toward the limitations identified in this policy.
 - v. Air Operations Branch Directors or ODF Aviation Managers may increase the safety standard by decreasing the number of flight hours per day a pilot can fly if in his/her opinion the situation warrants it. This should be done in coordination with the Incident Commander or District Forester.
- f. Duty time limitations:
 - i. Pilots shall not be on duty for more than fourteen (14) hours per 24-hour day.
 - ii. Pilots shall have a minimum of ten (10) consecutive hours of rest prior to the beginning of a new duty period.
 - iii. Pilots required to fly after 2200 hours or before 0600 hours, shall be given a minimum of 12 consecutive hours of rest following the completion of the duty period in which the flight occurred.
 - iv. All pilots shall be relieved of all duties and have a minimum of two (2) days rest in any fourteen (14) -day period.
 - v. Flight and duty limitations will be adhered to except in cases of a life-threatening emergency. When emergencies of this nature occur the Incident Commander and/or the District Forester will be notified as soon as the situation permits.

2.4 Aircraft Passengers

- a. Passengers shall not be carried on a dual (restricted and standard) certified aircraft when the aircraft is engaged in applying materials, carrying external loads, or conducting bucket work.
- b. If passengers are to be carried, the contractor shall be certified under requirements found in 14 CFR part 135.
- c. Passengers are not allowed to ride in a restricted category aircraft.
 - i. If a manager deems it necessary to conduct a reconnaissance flight as an essential part of the mission a department employee can conduct the flight as a "crewmember" on a restricted aircraft (See FAR Part 91.313(d)).

- ii. Flying in restricted category aircraft should be the last option considered and should be kept to an absolute minimum.
- d. Aircraft are restricted to mission essential personnel. Mission essential personnel may include, but are not limited to, fire operations personnel, project personnel, Incident Commanders, District Forester, cooperating agency personnel etc. The District Forester, Incident Commander (when applicable) or designee shall determine mission essential personnel.
- e. All employees riding in helicopters performing low level missions must meet the protective clothing and equipment requirements outlined in ODF Directive 1-2-1-002; 02/00, PN 934, Protective and Equipment for Fire Suppression and Prescribed Burning.
- f. Passengers riding in the front seat of a helicopter shall wear a flight helmet with communications to the pilot.
- g. Aircraft will not carry unauthorized personnel at any time.

2.5 Department Fleet Operations

- a. Department aircraft flown by agency pilots shall only be used for the performance of official business.
- b. Flying of aircraft by pilots from outside the Department will be subject to the approval of the ODF Chief Pilot.
- c. Department aircraft and pilots should be considered and used whenever possible. Flight requests will be scheduled using the following priorities:
 - iii. Emergency Missions (Fire)
 - iv. Special Projects (i.e., aerial survey)
 - v. Administrative (point to point)
- d. Hourly rates charged to users of the aircraft will cover operating expenses, component replacement, maintenance, aircraft insurance and component overhaul reserve.
- e. When ODF fleet aircraft are used for incident operations, the agency pilot in command will complete and sign a Helicopter/ Fixed Wing Shift Ticket which will be submitted to the incident supervisor and the Protection Finance unit.
- f. Pilot costs involved in Department flight operations when agency aircraft are assigned to an incident will be borne by users of pilot services to include pre- and post-flight activities such as filing flight plans, weather briefings, and preparing the aircraft. Pilot time will not be invoiced to users when the aircraft is engaged in a smoke chase or fire detection activity funded by the Severity Program.

2.6 Employees Flying Non-Department Manned Aircraft on State Business

Program Directors or District Foresters may authorize an employee to pilot an aircraft owned or rented by the employee for point-to-point personal transport provided:

- a. A signed authorization by the Division Chief or District Forester, as outlined by Department of Administrative Services, Risk Management Division, Policy Manual No. 125-7-301, is filed with the Aviation Unit and the pilot meets the minimum qualifications therein.
- b. Passengers may not be carried unless the pilot meets or exceeds the pilot qualifications listed in Section 2.3 of this policy.
- c. DAS Policy Manual 125 7 301, Page 4, Section 5, Paragraph F does not apply to the Department of Forestry.
- d. Division Chief or District Forester must confirm that the pilot has a current medical certificate and appropriate pilot certificate. The employee, not the Department, provides and pays for this registration and certificates.
- e. Reimbursement for point to point travel by aircraft is allowed based on Department of Administrative Services travel policy, OAM 40.10.00, Appendix A, from departure point to destination, regardless of aircraft actual expense.
- f. For the purpose of passenger awareness, the minimum maintenance standards required by the FAA for privately owned or rented aircraft is less than that for commercial or air taxi (chartered) aircraft.

PART 3 - STANDARDS FOR UNMANNED AIRCRAFT SYSTEM (UAS) OPERATION

3.1 Fundamental Provisions

- a. 14 CFR 1.1 defines “aircraft” as a device that is used or intended to be used for flight in the air. UAS are considered aircraft and must comply with applicable regulations, policies and procedures required by the FAA, the State and the Oregon Department of Forestry.
- b. When operating in Class A, B, C, D, E and G airspace, UAS must be operated in accordance with 14 CFR Part 107, FAA Certificate of Waiver or Authorization (COA), or Emergency COA (ECO).
- c. The small UAS rule (14 CFR part 107) is only applicable to unmanned aircraft that weigh less than 55 lbs. at takeoff. A Type Certificate or Airworthiness certification is necessary for operation of civil aircraft outside of 14 CFR Part 107 or without an exemption under the Special Authority for Certain Unmanned Systems (U.S.C. 44807). An airworthiness certificate can be either in the Standard or Special class and signifies that an aircraft meets its approved type design (if applicable) and is in a condition for safe operation.
- d. Personally owned UAS or model aircraft shall not be used by ODF employees for agency business.

3.2 UAS Operation:

UAS operations must comply with the following:

- a. Aviation Procedures Manual

- b. Aircraft Contract or Agreement

The Interagency Fire UAS Operations Guide (PMS 515) is considered guidance for agency employees and contractors providing services to the Department.

3.3 Coordination:

- a. UAS flights within a Temporary Flight Restriction (TFR) must be authorized by the FAA through the Special Government Interest Waiver process and conducted under the direction of the official in charge of the on-scene emergency response activity.
- b. Authorizations granted through the use of the FAA's Low Altitude Authorization and Notification Capability system (LAANC) can be coordinated by agency pilots and emailed to the State Aviation Coordinator for situational awareness.
- c. Waiver requests outside of the LAANC system such as COA or Special Government Interest (SGI) Waivers shall be reviewed by the Aviation Unit or designee prior to submittal to the FAA.
- d. Visual Observers (VO) are not required for small UAS operations but can be used to assist remote pilots as mission needs dictate.
- e. District or Unit offices are responsible for coordinating with each other for UAS operations over lands owned or managed by ODF.
- f. For operations taking off and landing on Federal, State, Tribal and municipal lands, offices and/or operators must receive authorization from the appropriate authority prior to operations. This coordination will include anticipated periods of operation, purpose of the flights, and contact information for the responsible unit should questions or issues arise.
- g. For flights over private land, UAS pilots shall notify landowners of the anticipated periods of operation, purpose of the flights, and contact information for the responsible unit should questions or issues arise.
- h. Flights will be planned to avoid sustained/repeated overflight of heavily trafficked roads or highways but may briefly cross over active roads.

3.4 UAS Acquisition.

Purchase of commercially available systems by ODF personnel for department business must be routed through the Aviation Unit prior to purchase. This is to ensure regulatory compliance is maintained for all ODF fleet operations. Acquisition activities including requests for information, quotation or proposal will be coordinated through the Aviation Unit and the ODF Procurement Section.

3.5 Record Keeping and Reporting

- a. The ODF UAS Pilot Log (UAS-001) or a standard Remote Pilot Log will be maintained by each pilot, including contracted UAS operators. Remote Pilots will submit flight logs to

the ODF Aviation Unit on the last day of each month or at the conclusion of a UAS project, whichever occurs first.

- b. ODF Remote Pilots must record malfunctions, damage, or repairs to UAS, or component replacement on the ODF UAS Inspection Form (UAS-002). Repair or damage beyond normal wear will be coordinated with the Aviation Unit.
- c. The ODF Aviation Unit will provide an annual report to the Oregon Department of Aviation in accordance with ORS 837.

3.6 Remote Pilot Initial Certification and Qualification

- a. Initial Certification
 - i. Persons applying for a Remote Pilot certificate must pass the initial aeronautical knowledge test at an FAA-approved knowledge testing center.
 - ii. Part 61 certificate holders must complete online Part 107 Training found at <http://www.faasafety.gov/> and complete the online or paper Remote Pilot Certificate and/or Rating Application for a remote pilot certificate (FAA Form 8710-13).
- b. Qualification
 - i. Pilots shall possess a current and valid FAA commercial Remote Pilot Certificate.
 - ii. Remote Pilots must hold a current and valid driver's license.
 - iii. Remote Pilots shall submit an electronic copy of their Remote Pilot Certificate (temporary and final) to the Aviation Unit upon receipt.

3.7 Training

Agency UAS positions and training requirements specific to fire operations are outlined in the ODF Protection Training Manual. Contractor requirements are outlined in the Terms of Agreement for Unmanned Aircraft Systems and Pilots.

3.8 Flight Proficiency and Currency (Agency Pilots Only)

- a. FAA Remote Pilot certificates are valid for two years. Certificate holders must pass a recurrent knowledge test every two years. Pilots shall submit proof of currency to the Aviation Unit when received and must notify the Aviation Unit if their certification expires.
- b. Remote pilots shall have accumulated and logged a minimum of ten (10) flight hours on their assigned platform or similar make and model prior to conducting fire support or natural resource missions. A maximum of five (5) hours of this requirement can be completed on a flight simulator for the aircraft make and model. Remote pilots shall submit proof of proficiency by submitting a flight log to the Aviation Unit prior to conducting agency missions.

- c. Remote Pilots are required to fly each of the aircraft for which they are assigned at least once every 12 months. Remote Pilots failing to meet this requirement shall fly under the supervision of a current Remote Pilot and perform the flight maneuvers and emergency procedures for that aircraft.
- d. Remote Pilots must demonstrate three takeoffs (launch) and landings (recovery) with the UAS they are approved to operate within the preceding 90 days. If proficiency is lost prior to a mission, the Remote Pilot must regain proficiency by performing the flight maneuvers and emergency procedures for the specific make and model, during a proficiency flight prior to an operational mission or conduct their mission flight under the observation of a current UAS pilot.

3.9 Duty and Flight Limitations

Remote Pilots are limited to eight hours of flight time during any duty day.

3.10 Periodic Inspections and Maintenance

UAS maintenance will be in accordance with 14 CFR Part 107, the aircraft manufacturers maintenance guidelines, and the “Maintenance” section of the agency Aviation Procedures Manual.

3.11 Registration and Marking

- a. ODF owned UAS are required to be registered with the FAA and the Oregon Department of Aviation. Contractors providing UAS services are only required to register aircraft with the FAA.
- b. All ODF UAS shall be registered and marked in accordance with FAA requirements.

3.12 Data Collection, Use, and Storage

The agency will not retain information collected using UAS that may contain personally identifiable information for more than 180 days unless the retention of information is determined to be necessary for an authorized purpose or is maintained in a Privacy Act system of records.

ODF offices employing UAS for data collection will comply with applicable laws, regulations, and policies including but not limited to: ORS 192.001: Policy concerning public records, ORS 192.501: Public records conditionally exempt from disclosure, Departmental information technology policies and procedures, Geographic Information System (GIS) Directive (07-0-030), GIS Operating Manual, Records Management Guidelines and the Records Retention Schedule.

SUPPORTING DOCUMENTATION:

ALL AIR OPERATIONS

- [Aviation Procedures Manual](#): Procedures for aircraft operations.
- [ORS 837: Aircraft Operation](#)
- [SAFECOM System](#): System used to submit safety reports.
- [Master Cooperative Fire Protection Agreement](#): Agreement that provides information on how resources can be shared with Federal cooperators. Path to document Field Resource > Agreement > Federal Agreements.

- [Pacific Northwest Operating Plan](#): Agreement that outlines how resources will be shared within the PNW Federal agencies. Path to document Field Resource > Agreement > Federal Agreements.
- [National Airspace System Overview](#): Overview of the National Airspace and classifications.

Forms:

[Aviation Manager and Supervisor Safety Checklist](#): Agency specific safety checklist. Path to document Field Resource > Aviation Resources > Forms.

MANNED AIRCRAFT OPERATIONS

- [ODF Severity Guidebook](#): Management processes and record keeping procedures for Severity Program aircraft. Path to document Field Resource > Severity.
- [Operations Plan Smokey](#): Agreement that outlines the process, procedures, equipment and rates for Oregon National Guard resources. Path to document Field Resource > Agreement > State Agreements.
- [FAR 39 - Airworthiness Directives \(14 CFR part 39\)](#).
- [FAR 43 - Maintenance, Preventative Maintenance, Rebuilding, and Alteration \(14 CFR part 43\)](#).
- [FAR 61 - Certification: Pilots and Flight Instructors \(14 CFR part 61\)](#).
- [FAR 65 - Certification: Airmen other than Flight Crewmembers \(14 CFR part 65\)](#).
- [FAR 91 - General Operating and Flight Rules for "mission" activities \(14 CFR part 91\)](#).
- [FAR 119 - Certification: Air Carriers and Commercial Operators \(14 CFR part 119\)](#).
- [FAR 121, 125, and 135](#) of Subpart B, Operating Requirements (14 CFR parts 121, 125, and 135).
- [FAR 133 - Rotorcraft External-Load Operations \(14 CFR part 133\)](#) or appropriate equivalent authorization from country of registry authorizing carriage of fixed external loads, and jettison able loads suspended from a load-carrying device.
- [FAR 137 - Agricultural Aircraft Operations](#) (14 CFR part 137).
- [NWCG Standards for Helicopter Operations \(PMS 510\)](#) (guidance for interagency operations)
- [NWCG Airtanker Base Directory](#) Fire Enterprise Geospatial Portal (EGP) log-in required. Link to request account: <https://egp.nwcg.gov/egp/>
- [NWCG Standards for Airtanker Base Operations](#)
- [Use of Non—Federally Approved Aircraft](#). Path to document Field Resource > Aviation Resources > Federal Guidance Documents.

Forms:

- [ODF Helicopter/Fixed-Wing Shift Ticket](#) (fillable PDF) Path to document Field Resource > Aviation Resources > Forms.
- [ODF SEAT Daily Operations Worksheet](#) (excel)

UNMANNED AIRCRAFT

- [FAA 14 CFR Part 107 Small Unmanned Aircraft Systems](#): Minimum operating standards for ODF and contracted pilots.
- [Advisory Circular No 107-2](#): Guidance and best practices from the FAA on how to comply with Part 107.
- [ORS 837.300 to 837.390](#): Aircraft Operation.
- [Unmanned Aircraft Systems Terms and Abbreviations](#): Helpful definitions.
- [ORS 192.001](#): Policy concerning public records applies to the information collected from UAS.
- [ORS 192.501](#) Public records conditionally exempt from disclosure may apply if the information collected by an UAS is part of an ongoing investigation.

Forms:

- [UAS Form 001: UAS Pilot Log](#). Path to document Field Resource > Aviation Resources > Forms.
- [UAS Form 002: UAS Inspection Form](#). Path to document Field Resource > Aviation Resources > Forms.
- [UAS Pilot Reporting](#): To ensure compliance with ORS 837 reporting requirements. Contact Aviation Unit for access to reporting document.

Policy History	
<i>Date</i>	<i>Description</i>
05/18/2023	Policy replaces Directive 0-4-5-010 and Use of Unmanned Aircraft Systems (UAS)